



Instructions for presenters

Room attendance & technical set-up

- In each room there will be a technician who will remain present during the whole session.
- Prior to the session, the technician will set up the screen/beamer and laptop.
- We ask our presenters to be present **in the room 15 minutes before the start** of each session to ensure a smooth presentation flow.
- An overview of the programme will be available in the room and on our conference website.

Presenters

- Please consult the programme for your allocated session and lecture room.
- Please prepare your presentation as a **PowerPoint presentation or PDF**, with slide size **16:9 (landscape)**.
- To avoid any technical issues, we kindly ask you not to bring your own laptop. Your slides will be uploaded onto the laptop in the lecture room. A laptop will be provided. Please note that this will be a Windows laptop (there are no MacBooks available) and file export when created on a Mac is therefore necessary.
 - **Keynote presentation:** you can upload your presentation in the speaker ready room on-site.
 - **Oral (abstract) presentation:** you can upload your presentation in advance (before 9 September 2026). A link will be provided later on.
- If you would like to use a **video** during your presentation, please check in advance whether this works on the laptop in the audio visual technician room. Make sure the video is included in the click routine and starts automatically.
- We kindly ask you to be in the room **15 minutes before the start of your session**. Please use this time to allocate and meet with the technical support of your session so they know you are present.

Keep an eye on the timing

- We kindly ask you to **keep an eye on the timing** to avoid delays in the programme.
- Your **dedicated presentation time** can be found in the online conference programme. Prepare your presentation also accordingly (advice: 1 slide per 30 seconds)
- If a presentation overruns (which is to be avoided), your presentation may have to be halted prematurely and discussion time will be reduced accordingly.
- The **session chair** shall also keep an eye on the timing and ask you to conclude your presentation.